



Resources Committee

Terms of Reference

Key Purpose:

Overseeing the financial performance of the school, making sure its money is well spent and aligned to the School Improvement Plan. Oversee the school's approach to staffing, ensuring the school is resourced appropriately and correct performance management and other staff related policies are in place and adhered to.

Additional purposes:

Overseeing matters relating to the school environment (buildings, infrastructure, security etc) and Health & Safety.

Finance:

1. To oversee development of the annual school annual budget submission, and make recommendations to the Governing Body on its approval, having due regard to
 - a. The priorities in the School Improvement Plan
 - b. The staffing, equipment, infrastructure, repairs, maintenance and development needs of the School
 - c. The impact of lettings arrangements on School finances
2. To monitor income and expenditure throughout the year, approve revisions to the budget and ensure the governing body is appropriately updated through the preparation of termly financial update statements
3. To ensure the School has appropriate financial controls in place, that they are implemented and, through these means, ensure that the School operates within the financial regulations of the County Council. Oversee the submission of the School Funding Value Statement.
4. To take oversight of the voluntary funds raised and held on behalf of the Governing Body, including
 - a. Approval and monitoring of expenditure
 - b. Ensuring appropriate auditing arrangements are in place

Staffing:

1. To monitor, and advise the Governing Body as appropriate regarding, the staffing resource needs of the School including:
 - a. The staffing structure of the School, particularly in the context of maintaining and improving standards
 - b. Priorities as identified in the SIP, Roadmap and Visions documents
 - c. Financial implications and constraints regarding staffing matters
2. To ensure that there are appropriate job descriptions for all staff
3. To monitor process and outcomes for appraisal of staff
4. To recommend to the Governing Body the appointment of Governors to conduct the Annual Performance Review of the Headteacher and to ensure the Headteacher's salary is reviewed annually
5. To monitor arrangements for safeguarding
6. To have oversight of matters relating to staff wellbeing, work-life balance and working conditions, including the monitoring of absence and the implementation of policies regarding leave

Environment:

5. To oversee and approve plans for repair and maintenance.
6. In coordination with the Strategy Committee, make recommendations to the Governing Body on major structural development of the School and monitor any implementation
7. To ensure the School has appropriate arrangements in place for site security
8. To monitor School policy relating to environmental impact, including energy use and carbon footprint
9. To monitor/develop/oversee matters relating to community impact and relations

Health and Safety:

10. To ensure the School has an appropriate framework for Health and Safety including
 - a. Development, monitoring and revision of H&S management policies and processes
 - b. Recording and reviewing H&S incidents
 - c. Regular reporting and auditing of the effectiveness of H&S management, including the preparation of an annual H&S Report for the Governing Body
 - d. Preparation for the annual H&S inspection and implementation of its recommendations

General:

11. To monitor the implementation of any action plan resulting from Ofsted inspection.
12. Ensure all statutory duties are met.
13. To monitor and review relevant policies, as delegated by the Full Governing Body from time to time.
14. The Chair of Community and Marketing (or designated substitute) will report back to meetings of the full governors.

Quorum: One half of the number of committee members

Committee members:

Keith Settle (Chair)

Emma Ashley

Barry Perkins

Stuart O'Brien-Weeks

Chris Hirst (Headteacher)

Vacancy

Kate Balcon (School Business Manager)

Date:

Signature of Committee chairman: